

Message

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**From:** Dravis, Samantha [dravis.samantha@epa.gov]  
**Sent:** 3/15/2017 8:32:50 PM  
**To:** Nishida, Jane [Nishida.Jane@epa.gov]; Hale, Michelle [hale.michelle@epa.gov]; Knapp, Kristien [Knapp.Kristien@epa.gov]  
**Subject:** RE: Passports....

I appreciate that, but anything you can do to expedite this very quickly would be most appreciated, because the Administrator does want to allow his wife time to purchase a ticket to accompany him. Thanks again, Jane.

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**From:** Nishida, Jane  
**Sent:** Wednesday, March 15, 2017 4:26 PM  
**To:** Hale, Michelle <hale.michelle@epa.gov>; Knapp, Kristien <Knapp.Kristien@epa.gov>  
**Cc:** Dravis, Samantha <dravis.samantha@epa.gov>  
**Subject:** RE: Passports....

I forget to add that it may be hard to lock down travel dates by tomorrow since we will need to run that dates by our Italian host – the Ministry of Environment – and U.S. Embassy.

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**From:** Hale, Michelle  
**Sent:** Wednesday, March 15, 2017 3:49 PM  
**To:** Nishida, Jane <Nishida.Jane@epa.gov>; Knapp, Kristien <Knapp.Kristien@epa.gov>  
**Cc:** Dravis, Samantha <dravis.samantha@epa.gov>  
**Subject:** FW: Passports....

Ladies, is there any way you can have the proposed itinerary for Italy ready for the Administrator by tomorrow mid-morning?

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**From:** Dravis, Samantha  
**Sent:** Wednesday, March 15, 2017 3:40 PM  
**To:** Hale, Michelle <hale.michelle@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>  
**Cc:** Hupp, Millan <hupp.millan@epa.gov>  
**Subject:** RE: Passports....

Hey guys one thing that SP did mention to me was getting the dates firmly locked in for the Euro trip because he wanted to be able to book flights for McKenna, Marlyn and Cade this week before costs go up. Is there any way to lock in the dates?

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**From:** Hale, Michelle  
**Sent:** Wednesday, March 15, 2017 2:52 PM  
**To:** Hupp, Sydney <hupp.sydney@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>  
**Cc:** Davis, Gail <Davis.Gail@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>; Willis, Sharnett <Willis.Sharnett@epa.gov>; Dickerson, Aaron <dickerson.aaron@epa.gov>; Kime, Robin <Kime.Robin@epa.gov>  
**Subject:** RE: Passports....

Yep!

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**From:** Hupp, Sydney

**Sent:** Wednesday, March 15, 2017 2:26 PM

**To:** Hale, Michelle <[hale.michelle@epa.gov](mailto:hale.michelle@epa.gov)>; Dravis, Samantha <[dravis.samantha@epa.gov](mailto:dravis.samantha@epa.gov)>

**Cc:** Davis, Gail <[Davis.Gail@epa.gov](mailto:Davis.Gail@epa.gov)>; Hupp, Millan <[hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)>; Willis, Sharnett <[Willis.Sharnett@epa.gov](mailto:Willis.Sharnett@epa.gov)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>; Kime, Robin <[Kime.Robin@epa.gov](mailto:Kime.Robin@epa.gov)>

**Subject:** RE: Passports....

Will you put a hold in the calendar for all tentative travel times if you haven't already, please!

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**From:** Hale, Michelle

**Sent:** Wednesday, March 15, 2017 12:43 PM

**To:** Dravis, Samantha <[dravis.samantha@epa.gov](mailto:dravis.samantha@epa.gov)>

**Cc:** Davis, Gail <[Davis.Gail@epa.gov](mailto:Davis.Gail@epa.gov)>; Hupp, Millan <[hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)>; Willis, Sharnett <[Willis.Sharnett@epa.gov](mailto:Willis.Sharnett@epa.gov)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>; Kime, Robin <[Kime.Robin@epa.gov](mailto:Kime.Robin@epa.gov)>; Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>

**Subject:** RE: Passports....

The tentative travel dates for the Italy trip are June 10-15.

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**From:** Dravis, Samantha

**Sent:** Wednesday, March 15, 2017 10:07 AM

**To:** Hale, Michelle <[hale.michelle@epa.gov](mailto:hale.michelle@epa.gov)>

**Cc:** Davis, Gail <[Davis.Gail@epa.gov](mailto:Davis.Gail@epa.gov)>; Hupp, Millan <[hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)>; Willis, Sharnett <[Willis.Sharnett@epa.gov](mailto:Willis.Sharnett@epa.gov)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>; Kime, Robin <[Kime.Robin@epa.gov](mailto:Kime.Robin@epa.gov)>

**Subject:** Re: Passports....

I'm doing Italy too

Sent from my iPhone

On Mar 15, 2017, at 9:59 AM, Hale, Michelle <[hale.michelle@epa.gov](mailto:hale.michelle@epa.gov)> wrote:

Thank you, I've added Samantha Dravis (and her assistant Robin Kime) to the email chain as Samantha will be staffing the Administrator on the trip to Israel.

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**From:** Davis, Gail

**Sent:** Wednesday, March 15, 2017 9:57 AM

**To:** Hale, Michelle <[hale.michelle@epa.gov](mailto:hale.michelle@epa.gov)>; Hupp, Millan <[hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)>

**Cc:** Willis, Sharnett <[Willis.Sharnett@epa.gov](mailto:Willis.Sharnett@epa.gov)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>

**Subject:** FW: Passports....

**Importance:** High

Per my brief conversation earlier with Millan, in case the Administrator is definitely thinking about going to Israel below is the mandatory training that everyone must take who will be accompanying him on this trip. Please see below:

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**From:** Jones, Iris

**Sent:** Wednesday, March 15, 2017 9:50 AM

**To:** Davis, Gail <[Davis.Gail@epa.gov](mailto:Davis.Gail@epa.gov)>

**Cc:** [REDACTED] Ex. 7(c); Cunningham, Dennis <[Cunningham.Dennis@epa.gov](mailto:Cunningham.Dennis@epa.gov)>; Rhones-Younger, Pamela <[Rhones-Younger.Pamela@epa.gov](mailto:Rhones-Younger.Pamela@epa.gov)>

**Subject:** RE: Passports....

**Importance:** High

Hi Gail,

To submit and obtain country clearance to Israel, (normally Jerusalem) would be informed requires HTSOS mandatory training. I have included the TDY training list.

You will need to submit a funded SF-182 your office. The cost of training is \$55.00 for 5 years. Call State Department's FSI Registrar's office: 703-302-7137/44 they will send you a training link for the training. Please send me an email with a copy of the certification. I will need this to submit your country clearance. Any questions give me call or email. Thanks

## HT401 - High Threat Security Overseas Seminar (HTSOS)

### Audience

The High Threat Security Overseas Seminar is mandatory for all U.S. government direct-hire (FS, CS, PSC, WAE) employees on a TDY assignment of less than 45 days in a calendar year at any one or any combination of designated high threat, high risk posts. Please consult the Bureau of Diplomatic Security or the Executive Directorate of the Regional Bureau for the latest designated countries.

Other agency employees who meet the above-stated requirement may attend on a reimbursable basis.

Third party contractors may enroll on a reimbursable basis if their contract states that they must complete mandatory HT-SOS training.

### Course Description

This seminar is designed to provide participants with threat and situational awareness training against criminal and terrorist attacks while working in high threat regions. Participants will learn risk management, health management, surveillance detection, crime and personal protection, defensive driving, kidnapping prevention, minefield awareness, and awareness of threats from explosives and countermeasures. It is an interactive e-Learning seminar available via the Internet, using a computer or mobile device.

### Exam Requirement

To complete this course successfully students must pass every exam associated with a module with a score of 80% or better.

### Schedule

Students have 90 days to complete this five-hour course.

### Enrollment Procedures

- DoS employees apply online or FS may contact HR/CDA.
- Non-DoS submit a funded SF-182 to the FSI Registrar via e-mail [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov) or fax 703-302-7152.
- DoS third party contractors submit a funded SF-182 and contractor approval memorandum via e-mail [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov) or fax 703-302-7152.

### Additional Questions Call

- FSI Registrar's office: 703-302-7137/44

- DSTC Registrar's office: 703-205-2817

## TDY Security Training List

Country Name <image001.gif>	Post Name	HIGH THREAT/HIGH RISK	FACT REQUIRED	ESCAPE
AFGHANISTAN	KABUL			
ALGERIA	ALGIERS			
ANGOLA	LUANDA			
BAHRAIN	MANAMA			
BANGLADESH	DHAKA			
BENIN	COTONOU			
BOTSWANA	GABORONE			
BURKINA FASO	OUAGADOUGOU			
BURUNDI	BUJUMBURA			
CAMEROON	DOUALA			
CAMEROON	YAOUNDE			
CAPE VERDE	PRAIA			
CENTRAL AFRICAN REPUBLIC	BANGUI			
CHAD	NDJAMENA			
COTE D'IVOIRE	ABIDJAN			
DEMOCRATIC REP. OF THE CONGO	KINSHASA			
DJIBOUTI	DJIBOUTI			
EGYPT	ALEXANDRIA			
EGYPT	CAIRO			
EQUATORIAL GUINEA	MALABO			
ERITREA	ASMARA			
ETHIOPIA	ADDIS ABABA			

ETHIOPIA	USAU ADDIS ABABA			
GABON	LIBREVILLE			
GAMBIA	BANJUL			
GHANA	ACCRA			
GUINEA	CONAKRY			
INDIA	CHENNAI			
INDIA	HYDERABAD			
INDIA	KOLKATA			
INDIA	MUMBAI			
INDIA	NEW DELHI			
IRAQ	BAGHDAD			
IRAQ	BASRAH			
IRAQ	ERBIL			
IRAQ	KIRKUK			
IRAQ	MOSUL			
ISRAEL	TEL AVIV			
JERUSALEM	JERUSALEM			
JORDAN	AMMAN			
KAZAKHSTAN	ALMATY			
KAZAKHSTAN	ASTANA			
KENYA	NAIROBI			
KENYA	US UNEP (NAIROBI)			
KUWAIT	KUWAIT			
KYRGYZ REPUBLIC	BISHKEK			
LEBANON	BEIRUT			
LESOTHO	MASERU			
LIBERIA	MONROVIA			
LIBYA	TRIPOLI			
MADAGASCAR	ANTANANARIVO			

MALAWI	LILONGWE			
MALDIVES	MALE			
MALI	BAMAKO			
MAURITANIA	NOUAKCHOTT			
MAURITIUS	PORT LOUIS			
MEXICO	CIUDAD JUAREZ			
MEXICO	MATAMOROS			
MEXICO	MONTERREY			
MEXICO	NOGALES			
MEXICO	NUEVO LAREDO			
MEXICO	TIJUANA			
MOROCCO	CASABLANCA			
MOROCCO	RABAT			
MOZAMBIQUE	MAPUTO			
NAMIBIA	WINDHOEK			
NEPAL	KATHMANDU			
NIGER	NIAMEY			
NIGERIA	ABUJA			
NIGERIA	LAGOS			
OMAN	MUSCAT			
PAKISTAN	ISLAMABAD			
PAKISTAN	KARACHI			
PAKISTAN	LAHORE			
PAKISTAN	PESHAWAR			
QATAR	DOHA			
RWANDA	KIGALI			
SAUDI ARABIA	DHAHRAN			
SAUDI ARABIA	JEDDAH			
SAUDI ARABIA	RIYADH			
SENEGAL	DAKAR			

SIERRA LEONE	FREETOWN			
SOUTH AFRICA	CAPE TOWN			
SOUTH AFRICA	DURBAN			
SOUTH AFRICA	JOHANNESBURG			
SOUTH AFRICA	PRETORIA			
SOUTH SUDAN	JUBA			
SRI LANKA	COLOMBO			
SUDAN	KHARTOUM			
SWAZILAND	MBABANE			
SYRIA	DAMASCUS			
TAJIKISTAN	DUSHANBE			
TANZANIA	DAR ES SALAAM			
TEST2	POSTC			
TEST2	POSTD			
TOGO	LOME			
TUNISIA	TUNIS			
TURKMENISTAN	ASHGABAT			
UGANDA	KAMPALA			
UNITED ARAB EMIRATES	ABU DHABI			
UNITED ARAB EMIRATES	DUBAI			
UZBEKISTAN	TASHKENT			
YEMEN	SANAA			
ZAMBIA	LUSAKA			
ZIMBABWE	HARARE			

**From:** Rhones-Younger, Pamela

**Sent:** Wednesday, March 15, 2017 9:32 AM

**To:** Davis, Gail <Davis.Gail@epa.gov>; Jones, Iris <Jones.Iris@epa.gov>

**Cc:** Ex. 7(c)

**Ex. 7(c)**

**Subject:** RE: Passports....

Hi Gail,

Yes, please use the DS-82 for an official passport. It would also help if someone could provide a brief description of the purpose of travel to Canada. Thanks.

UPS/Fed-Ex address

Pamela Younger  
USEPA - OITA/OMIS  
Ronald Reagan Bldg., (2680R) Rm. 31215  
1300 Pennsylvania Ave. N.W.  
Washington, DC 20004  
Tel. 202-564-6631

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**From:** Davis, Gail

**Sent:** Wednesday, March 15, 2017 9:29 AM

**To:** Rhones-Younger, Pamela <Rhones-Younger.Pamela@epa.gov>; Jones, Iris <Jones.Iris@epa.gov>

**Ex. 7(c)**

**Subject:** Passports....

I spoke to Millan Hupp this morning in reference to the passports and it seems the Administrator has to retake pictures tomorrow. So with that said I will bring everything over tomorrow. Also, I think we should go ahead and get official passport for Millan as well since she is his advance staff. Please let me know if the link that you sent is for official passports as well so that I can send it to her.

FYI, looks like the Administrator is trying to go to Israel and Italy in June and Canada in May per my conversation this morning. So I will stay on top of everything for you. Thanks for all of your help!